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DRAFT  
21 July 1967

**MEMORANDUM FOR:** Deputy Director of Intelligence  
Deputy Director of Plans  
Deputy Director of Science & Technology  
Deputy Director of Support

**SUBJECT** : Analytical Study of the Agency's Communications System

1. The Director recently expressed concern over the high proportion of Agency monetary and manpower resources required for communications activities, particularly in view of the likelihood of increasing requirements in this area in future years. The Director has asked me specifically to examine closely the validity of requirements for telecommunications and to evaluate possible alternatives for meeting these requirements.

2. An effective response to the Director requires the preparation of a communications plan, based upon comprehensive analysis of the present communications system, traffic content, volume and flow, substantive requirements for communications service now and in the future, and the anticipated influence of advanced technology on the Agency's system.

3. The first order business is to determine the scope and nature of present requirements for communications service and the extent to which our facilities and systems are meeting these requirements. A series of studies will be made of the content and volume of communications traffic. Additionally, a review will be made of the operational requirements underlying and causing our present communications workloads. The results of these examinations

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will be used in conjunction with operations analyses to determine what changes, if any, may be needed for optimum utilization of present capabilities. Completion of this initial phase of the study will pave the way for consideration of broader and longer-range aspects of the Agency-wide communications problem.

4. The communications planning process for the future will have to account for the impact of advancing technologies and increased inter-Agency dependence. The inevitable introduction of complex information processing systems, with consequent integration of ADP and communications equipment and techniques, will require increasing amounts of systematic analyses and coordination among Agency components. Parallel with the increasing use of ADP equipment in communications will be the expanded requirement for transmission of larger quantities of digital data. Other important developments in communications will also have considerable impact on Agency operation in the future: satellite communications systems, with the requisite installation and operation of expensive relay stations; secure voice communications in world wide network; and new techniques of administrative staff communications. Such developments have implications regarding Agency workloads, management methods, and operational practices. These must all be considered in the terms of interface compatibility with the non-Agency communications systems, such as, NCS and the State Department, since participation in such systems is to the advantage of the Agency.

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5. I am assigning O/PPB the responsibility for defining and conducting a series of specific studies of Agency communications systems.

25X  Chief, Systems Analysis Branch, O/PPB will direct and coordinate the study efforts. These studies will provide the basis for developing the Agency communications plan and will be coordinated with the appropriate offices of all directorates. The primary participants in the initial phases of the study will be O/PPB and components of the DDS. It will also be necessary from time to time as the study progresses to draw assistance from your Directorate to prepare analyses of specific portions of the overall study. Such assignments will carefully weigh security considerations. I would like for you to designate a person to be the point of contact for this effort.

L. K. White  
Executive Director-Comptroller

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<input checked="" type="checkbox"/>	CONCURRENCE	INFORMATION	SIGNATURE
<p>Remarks: Attached is a revised paper re a study and preparation of a communications plan. I hope that it takes care of the points you made to John Clarke last week. (John is on leave for two weeks.) Please let me know if you want to discuss the draft, or, if it is okay as written.</p> <div style="border: 1px solid black; height: 60px; width: 200px; margin: 10px auto;"></div> <p style="text-align: right; margin-top: 20px;">STAT</p>			
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Remarks:

*I have only one suggestion. The DCI's stated concern is with the present cost of Commemorative all of the studies are slanted toward assuring that we are doing and will do everything that needs to be done. I believe two committees should be formed one to look at the present and*

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*one to look at the future. The thrust of the present should be to assure that we are doing what we have to do in an economical way; and the thrust of the future should be to alert the DCI to what we will need to do in the years to come. The membership could be the same. W*

himam.

Please hold.

B  
28 July 67

TRANSMITTAL SLIP		DATE
TO: <i>Mr. Warfield</i>		
ROOM NO.	BUILDING	
REMARKS: <i>Please review &amp; suggest any changes.</i> <i>B</i> <i>24 July</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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